

## **Documents Necessary to Conduct a DWI Assessment**

A.) DWI Assessment Documents – All of the following documents will be obtained and filed in client's chart:

1. Copy of citation (not required, but helpful to obtain if available).
2. Official BAC reading or documentation of an exception (agency must make a reasonable effort to obtain BAC and document if it is not possible to obtain).
3. Complete DMV driving history (Motor Vehicle Record – MVR).
4. Client and clinician signed "Release of Information" form(s).
5. Signed documentation that client has received a referral list of local DWI service providers that includes the state DWI Services office website and phone number.
6. Standardized test completed by client (state approved).
7. Face-to-face "Clinical interview" signed and dated by the licensed or certified assessor.
8. Signed "Client Service Contract" informing the client of the requirements for reinstatement of driving privileges, and date of assessment expiration.
9. Print out of the e-508 assessment section "Sent to State Office" signed by licensed or certified assessor.
10. If a Urine Drug Screen is given, include a copy of UDS results (and if prescription medication is being taken, include communication with prescribing physician and/or copy of scripts).